


ATTACHMENT

I. Reports and Correspondence Management

1. Agency style standards.
2. Correspondence handling procedure.
3. Effective writing style.
4. Encouraging form letters or memorandums and pattern correspondence.
5. Use of correspondence less expensive than typing.
6. Supplies and equipment used in preparing correspondence.
7. Analysis and improvement to the flow and production of correspondence.
8. Reports control.

II. Forms

III. Records Disposition

MgtS/IAS  ete/2731 (6 April 1956)

25X1A9a